



PAYROLL SPECIALIST
Financial Management Division
Recruitment #2007-01-2100

AGENCY MISSION AND CHALLENGE:

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the State Trust Lands.

At the DNR, we envision a future in which our human and natural environment provides abundant and diverse social, ecological, and economic benefits for the people of Washington, in this and all future generations. In acting to ensure the vision, we ensure sustainability.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees. For more information about the department, see the DNR website at www.dnr.wa.gov

Job Classification:	Fiscal Analyst 1 in-training for Fiscal Analyst 2
Type of Position:	This is a permanent position. This position is represented by the WPEA. Once appointed to this position the incumbent will be required to pay union dues or other representation fee within the first 30 days of employment.
Monthly Salary Range:	Fiscal Analyst 1 - \$2530 - \$3208 Fiscal Analyst 2 - \$2774 - \$3540
Benefits Package:	Health and dental insurance, retirement pension, vacation, sick leave and holidays
Posting Date:	January 22, 2007
Closing Date:	February 5, 2007
Location:	Olympia

POSITION PROFILE

This position performs professional accounting tasks in the payroll unit. Responsibilities include maintaining agency's shared leave program and automatic coding table for payroll expenditures (D20 table), reconciling employer and employee insurance exceptions (GL's 5181) and Savings Bond program (GL 5188), processing child support orders and analysis/recording of employee time records, insurance, retirement, mandatory and miscellaneous deductions.

This position will be filled at the Fiscal Analyst 1 level and after successful completion of the in-training plan will be promoted to the Fiscal Analyst 2 level.

THE PREFERRED CANDIDATES WILL HAVE:

- Knowledge of payroll processing and procedures for a state agency including HRMS basics.
- College level accounting credits including payroll accounting.

SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- Occasional travel to training and regional offices.
- Office setting
- Flexible schedule depending on payroll cut off dates

WHO MAY APPLY

This recruitment is open to anyone who meets the required qualifications for this position.

APPLICATION PROCESS

To be considered for this position please submit:

- A letter of interest describing how your experience and qualifications relate to the job profile and the required and desired position qualifications. Indicate in your letter of interest how you learned of this opportunity.
- A completed application – www.dnr.wa.gov/jobs/stateapp.doc

The first screening will be based on information contained in your letter of interest and your state application.

Submit all materials by the closing date to:

Electronic method preferred

dnrrecruiting@wadnr.gov

OR other method

Roberta Searles
Department of Natural Resources
PO BOX 47033
Olympia, WA 98504-7033

NOTE: Please indicate *Payroll Specialist- #2007-01-2100* in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact Kitty Blocher at 360.902.1267 or e-mail us at DNRrecruiting@wadnr.gov.

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